Quick Tips for Otterbein Graduate Students

Dining Options

**On-Campus Food Options & Hours**

**The Roost Express** located on 1st Floor of Roush features coffee, salads, sandwiches, soup, and snacks.  
**Hours:** M-Th: 7:30 am- 8:00 pm, Fridays 7:30 am-2:00 pm

**The Otter Bean Café** located in the Library features Starbucks coffee, smoothies, and grab-n-go sandwiches, salads, and soup.  
**Hours:** M-Th 7:30 am- 10 p.m., Fridays 7:30-5:00 pm

**The Otter Den** located in the Campus Center on the first floor has made-to-order grill sandwiches, milkshakes, and a convenience store.  
**Hours:** M -F 11:30 am- 12 a.m. Saturday 8:00 am – 12 a.m., Sunday 8:00-11:30 p.m.

**The Cardinal Nest** is our main dining hall located in the Campus Center. All-you-can eat meals can be purchased.  
**Hours:** Monday- Friday 7:30-8 pm. Saturday and Sunday the Nest is open for brunch and dinner from 10a.m.-7p.m.

**Restaurants (Uptown)** If you have a few moments before class, hop on any of the streets headed west from campus and you will come to State Street, known as “Uptown Westerville”. You can find a variety of shops and restaurants along the main street and some side streets. The restaurants include: Cluckers House of Wings, Dairy Queen, Graeters, JimmyV’s Grill and Pub, Pasquales Pizza and Pasta, Primo Pizza, Schneider’s Bakery, Thai Grill, The Old Bag of Nails, and the Westerville Grill. Some of the restaurants are just off of State Street to the west.

**Coffee Shops** In addition to the on campus Otter Bean Café, there are several other options for coffee in Uptown Westerville including: Java Central & Heavenly Cup Espresso, both located on State Street.

**Vending Machines**

**Roush**- located in the basement, across from the Information Technology
**Towers**- located in the basement in the Commuter Lounge, between the Registrar’s Office and the mailboxes
**Science Center**- located on the 3rd floor in the stairwell.
Study Locations

We encourage you to pull up a comfy chair in the Graduate School Lounge located on the 2nd floor of Roush, overlooking the Fisher Gallery. Here you will find a place to kick up your feet, plug in your computer, or have a small group meeting. You can also find lounges on each floor of the Science center behind the elevators. The Library has large table, study carrels, and study rooms that you can utilize as an individual or a group.

Library

The Courtright Memorial Library has thousands of resources to help you succeed as a graduate student and great hours to support you.

**Hours**: Sunday 12:00 pm - 2:00 am, Monday-Thursday 7:45 am - 2:00 am, Friday 7:45am - 6:00 pm,
Saturday 12:00 pm – 6:00 pm

**Contact Information**: Reference Phone 614.823.1984 Circulation Phone 614 823-1215 ext. 4
E-mail Library@otterbein.edu or text your question to a Librarian at: 614-259-7404

Cardinal Card

The Cardinal Card (Student ID) is located inside the front doors of the Campus Center.

**p**: 614.823.3202 **Hours**: M-F 9 a.m.- 12 p.m. and 1p.m- 4 p.m.

Counseling Services

As a graduate student, you are eligible for mental health counseling services. To learn more, visit: [http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Counseling.aspx](http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Counseling.aspx) or call p: 614.823.1250

Center for Career and Professional Development

Looking for assistance in polishing up your resume or preparing for an interview? Make an appointment to visit the Center for Career and Professional Development. Also, as a graduate student you have access to Cardinal Careers which posts hundreds of open jobs.

**Contact Information**: p: 614.823.1456 or e: career@otterbein.edu

Fitness Center

All current Cardinal Card holders may use free of charge the Clements Recreation & Fitness Center and Rike Center which offers a weight room, an indoor track and state-of-the-art Cybex weightlifting equipment and Star-Trac cardiovascular equipment, giving fitness seekers an opportunity to meet their workout needs on a vast array of equipment.

**Hours**: Monday-Thursday: 7:00 a.m. to 10:00 p.m., Friday: 7:00 a.m. to 7:00 p.m.,
Saturday: Noon to 7:00 p.m., Sunday: 2:00 p.m. to 10:00 p.m.
Theatre & Music

All Otterbein University full-time students receive FREE tickets to all mainstage theatre and dance productions during the academic year. Tickets can be reserved with valid Cardinal Cards at the Cowan Hall box office. Do not use the online ticketing system for complimentary or reduced priced ticketing. Otterbein Students, Faculty, and Staff must reserve tickets in person with a valid Cardinal Card at the Theatre Box Office.

Box Office Contact Information: p:: 614.823.1109 e: boxoffice@otterbein.edu
www.otterbein.edu/theatre

Parking

All cars parking on campus are required to be registered with the Otterbein Police Department. If you need a parking decal or visitor’s pass, please visit our office at 194 W. Main St. with your license plate, year, make, model, and color of car. In Spring semester, parking is 50% off.
Hours: M-F 8:30 a.m. – 5:00 p.m. p: 614.823.1222 e: police@otterbein.edu

Safety & Emergency Notification

Otterbein University Police Department offers 24 hour patrol of campus, security escorts, and other emergency assistance. Access an officer 24 hours a day by calling 614.823.1222 Otterbein University also provides a free emergency alert/notification system, called Cardinal Red Alert, for the campus community that will send email, text messages and automated phone calls to the campus community in the event of an emergency or a cancellation of classes due to bad weather. By default, all Otterbein email addresses; campus office phone numbers; and all student, faculty, and staff cell phone numbers are entered into the Cardinal Red Alert emergency notification system. Learn more here: http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/redalert.aspx

Other Helpful Contact Numbers

Registrar’s Office Contact Information
p: 614.823.1350 e: registrar@otterbein.edu
Business Office Contact Information
p: 614.823.1150 e:businessoffice@otterbein.edu
Graduate Admission Office Contact Information
P: 614.823.3210 e:grad@otterbein.edu
Financial Aid Office Contact Information
p: 614.823.1379 e:cgregory@otterbein.edu

Normal Business Hours are 8:30-5:00 and 8:30-4:00 in the summer